

**CONFIDENTIAL**

8 December 1986

OCA: 86-3988

MEMORANDUM FOR: All OCA Employees

FROM: Dave Gries [REDACTED]

SUBJECT: Document Unit

OCA  
HPSCI SSCJ  
HAC AFAC 25X1

Currently the House and Senate Intelligence Committees, the House Appropriations Committee and the House Foreign Affairs Committee are investigating the Iranian arms sales and the contra funding issue. In the 100th Congress, newly-constituted House and Senate select committees will continue these investigations, subsuming or supplementing activities already under way. Concurrently, the Justice Department, supported by the FBI, is conducting its own investigation; and an independent counsel is expected to be announced for the same purpose.

The Agency is receiving and will undoubtedly continue to receive requests for documents. In this situation, complete and accurate records must be maintained and systems must be developed to assure timely response to legitimate requests. All material must be carefully sanitized.

The Office of Congressional Affairs has been selected as the focal point for these activities. The Document Unit is established within OCA in Room 7B24 Headquarters. The staff of the Unit consists of [REDACTED]

[REDACTED] The entire staff of OCA is expected to provide support as required. [REDACTED] is responsible for supervision of the Unit.

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The four Directorates and the DCI Area have designated officers responsible for coordinating document searches and sanitization procedures within their respective areas. These officers are:

<u>Directorate</u>	<u>Name</u>	<u>Address</u>	<u>Extensions</u>	
			<u>Secure</u>	<u>Nonsecure</u>
DS&T	[REDACTED]	6E45 HQS	[REDACTED]	
DI		2F42 HQS		
DA		7D18 HQS		
DO		1D4109 HQS		
DCI Area		7E12 HQS		

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Generally, the Document Unit should work directly with these designated officers in obtaining documents.

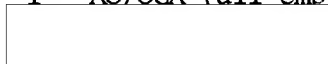
cc:	EXDIR	IG	C/NIC
	DDS&T	D/PAO	
	DDI	D/DCI/DDCI/ES	
	DDA	D/ICS	
	DDO	Comptroller	
	DCI Admin	General Counsel	

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1 - DD/SA/OCA (all employees)  
1 - DD/Leg/OCA (all employees)  
1 - OCA Chrono  
1 - AO/OCA (all employees)



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*Co/OCA*  
OCA 86-4019

### OFFICE OF CONGRESSIONAL AFFAIRS

Routing Slip

	ACTION	INFO
1. D/OCA		X
2. DD/Legislation		X
3. DD/Senate Affairs		X
4. Ch/Senate Affairs		
5. DD/House Affairs		X
6. Ch/House Affairs		
7. Admin Officer		
8. Executive Officer		X
9. FOIA Officer		
10. Constituent Inquiries Officer		
11.		
12.		

SUSPENSE

Date

Action Officer:	
Remarks:	<i>Pls inform</i>

*staff director and note*

for the record.

Name/Date

*D/OCA*  
*12/5/86*

OCA 86-1419

**OFFICE OF CONGRESSIONAL AFFAIRS**  
**Routing Slip**

	ACTION	INFO
1. D/OCA		X
2. DD/Legislation		X
3. DD/Senate Affairs		X
4. Ch/Senate Affairs		
5. DD/House Affairs		X
6. Ch/House Affairs		
7. Admin Officer		
8. Executive Officer		X
9. FOIA Officer		
10. Constituent Inquiries Officer		
11.		
12.		

SUSPENSE

Date

Action Officer:

Remarks:

4Dec36

me/Date

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TRANSMITTAL SLIP		DATE	3 Dec 86
TO: D/OCA			
ROOM NO.	BUILDING		
7D43	HQS		
REMARKS:			
FROM: <input type="text"/>			
ROOM NO.	BUILDING	EXTENSION	
1212	Key		

FORM NO.  
1 FEB 56 241

REPLACES FORM 36-8  
WHICH MAY BE USED.

(47)

25X1

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